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12 OCT 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (5-11 October 1983)

Office of the Director

The Director of Information Services participated in the DDA Office Directors Conference on 11 and 12 October.

Classification Review Division

CRD drafted a plan in support of the DCI and Senator David Durenberger's interests in easing the access to Agency documents which are of concern to historical researchers. The plan proposes that CRD conduct a centralized declassification review with consultive support provided by the staff of the Agency Historian. Additional details are being worked out and coordinated with appropriate offices prior to finalizing the plan.

CRD reviewed six manuscripts (76 pages) for PRB, 23 Summaries of Agency Employment (29 pages), and eight documents which totalled 195 pages for IPD during the past week.

Records Management Division

A member of the Records Systems Branch, in coordination with the Chief, Agency Archives and Records Center (AARC), has prepared a draft study of the space problems at AARC. Possible solutions for reducing or eliminating these problems also were studied and recommendations were made. Upon completion the paper will be submitted to the DDA for formal consideration.

AARC personnel keyed 2,931 entries into ARCINS; serviced 3,578 requests for records; made 65 changes, 11 deletions, and 13 additions in RAMS; and stripped 1,600 orange applicant folders for reuse.

DECLASSIFIED When Separated

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Regulations Control Division

RCD currently is processing a total of 125 jobs which includes 12 new proposals, 13 issuances in active negotiation and coordination, 17 issuances sent forward for approval, 14 issuances prepared for publication by P&PD, two issuances published, and one issuance cancelled.

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Information and Privacy Division

A separate report is attached.

Attachment:
As stated

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OIS/EX0/ [] (12 Oct 83)

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